Special Milk Program
(Non – Schools)
Online Application Manual

Revised March, 2012

Wisconsin Department of Public Instruction
Community Nutrition Team

Introduction

The Special Milk Program (SMP), a federal program funded and regulated by the United States Department of Agriculture (USDA), is administered in Wisconsin by the Department of Public Instruction (DPI). The SMP contract year starts on May 1 and runs through April 30 of the following year.

The SMP is available to any licensed public or non-profit tax exempt agency providing non-residential day care, early childhood education and/or child care services for school-aged children, non-profit camp for children and homeless feeding site. The purpose of the SMP is to provide reimbursement for milk served to children less than 19 years of age. Milk served to adults is not reimbursable.
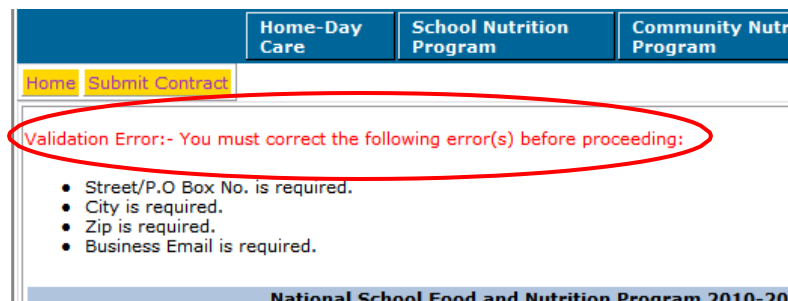
This manual will take you through the new online application step by step. You will find sample screen shots for each page of the contract as well as instructions for entering the Food and Nutrition Service (FNS) site. If you have questions or need help navigating through the site, see the help section at the end of the manual or call DPI at the number listed.

New Agencies

If you are new to the Special Milk Program and currently participate in the CACFP, you can use your current agency code to log in and apply for the special milk program. *Please speak with your consultant to determine if you are eligible to participate in both programs.* Consultants are assigned by county – you will find this list directory online at http://fns.dpi.wi.gov/fns_cacfpmap.

 If you are new to the Special Milk Program and do not participate in the CACFP you will need to obtain a *temporary* agency code and *temporary* password. These will allow you to log in and fill out the online application. To obtain the temporary code and password, please contact your consultant. Once your contract is approved, you will receive a letter with a *permanent* agency code and a *permanent* password which automatically replaces the temporary one. Using your *permanent* login information, you will be able to access the site and view or modify your contract at any time.

A few important points about navigating through the website:

1) If information is incomplete or has been entered incorrectly you will see Validation Error at the top of the page with the reasons listed below.

2) You and your consultant cannot view your contract online at the same time. Once you have filled in all pages or made updates to existing pages you must make sure to:
1. Continue through to the end of the application.
2. Press Submit and
3. Log out using the blue log out button. This will send your contract to your consultant for review.

3) No dashes, commas, or hyphens when entering phone numbers.

4) Hitting "**continue**" at the bottom of any page automatically saves your information to that point.

Entering the Wisconsin Child Nutrition Programs site

1. Go to http://fns.dpi.wi.gov/fns_index.
2. There are a series of buttons in the middle of the page. Click on the bottom one on the left - **"Online Services, Claims, Contracts, Reporting"**.

Sample Screen 1 – Wisconsin Child Nutrition Homepage

You should now be on the page displayed below:

Sample Screen 2 – On-line Services Log-in

3. There are three buttons across the main body of the page. Click on the circled button shown above – "**On-line Services Log-in**" which will show a drop-down menu. Select '*contracts & claims'*. This will bring you to a log-in screen *(Sample Screen 3).*

Sample Screen 3 – Log-in Page

4. Enter your **agency code** – This is your six-digit agency code/agreement number.

   No spaces, no hyphens

   Do not enter leading zeroes: For example, if your agency code is "01-2345", enter "12345".

5. Type in your agency specific **password** (This is the password assigned by DPI for claiming reimbursement and for contract purposes. If you have forgotten this password, please see page 14). Click submit

   Note: Time limit on entering data - A timer starts from the moment you enter the contract site. If no activity occurs for 30 minutes, you will receive an error message and need to return to the main "Log In" screen.

Once you are logged in, two menu bars will appear at the top of the screen and the Community & School Nutrition logo should be visible (sample screen 4)

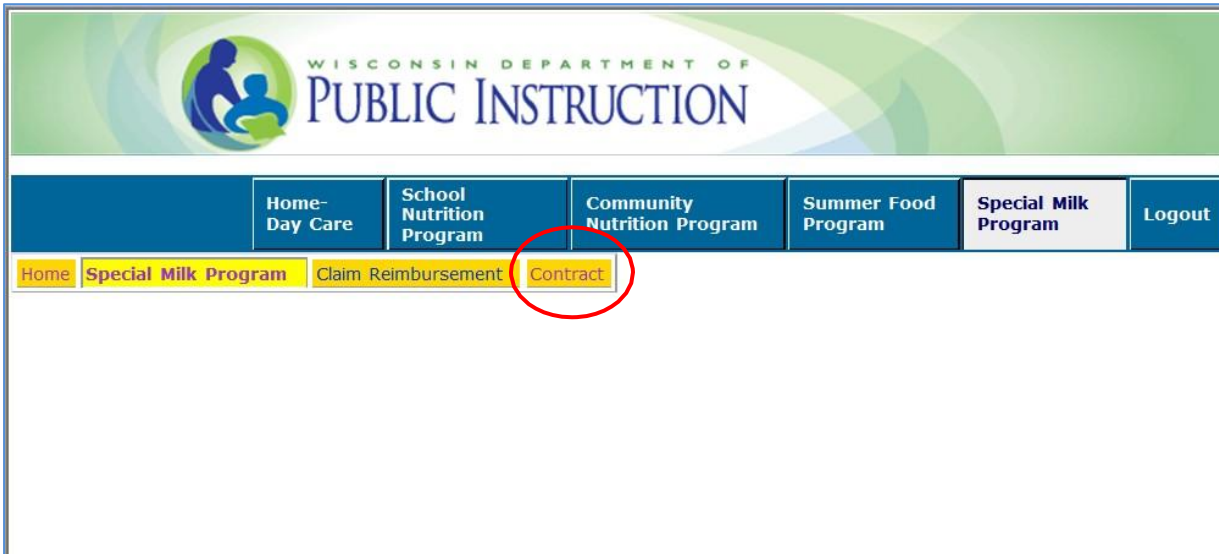## The Blue Menu Bar

Sample Screen 4
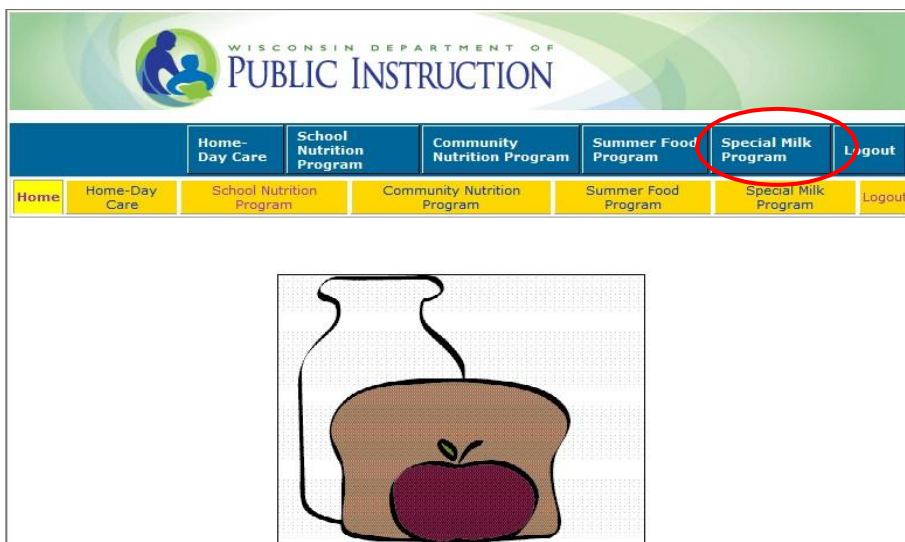
Click on the "**Special Milk Program**" button on the blue menu bar. *(see Sample Screen 4)*

The "Special Milk Program" button will turn white and the yellow menu bar options will have changed. The main body of the page will be blank. (*see sample screen 5 below*)
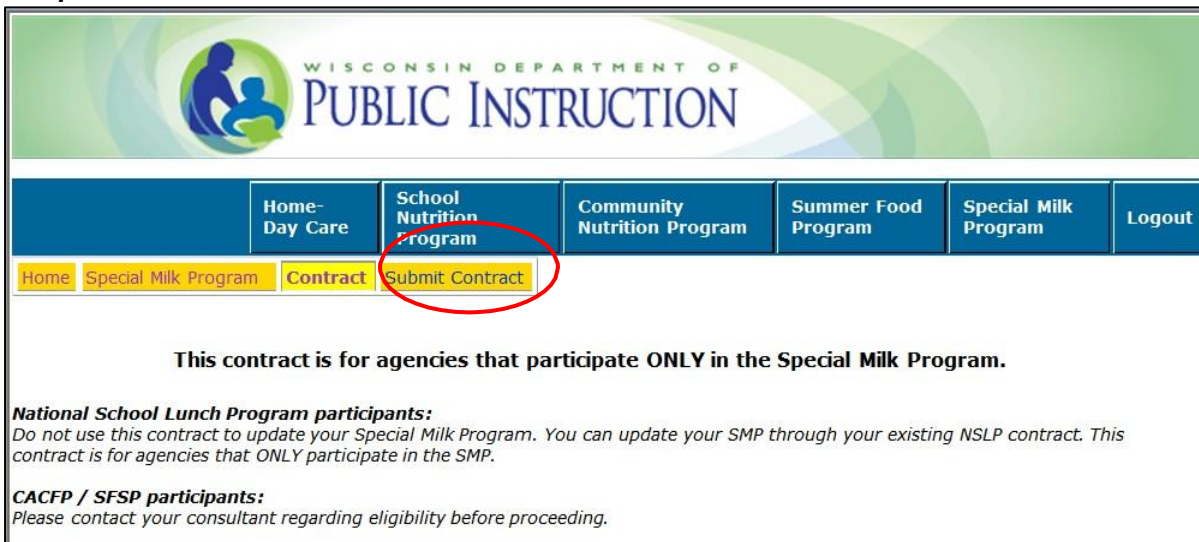
The Yellow Menu Bar
Sample Screen 5

On this screen *(see Sample Screen 5)*, you can see the following menu options:

Claim Reimbursement - Use to enter Special Milk Program reimbursement claims, revise unpaid claims and review paid claims for all programs from this link.

Contract – Use to apply to the program or access your current contract.
Click on **Contract** which is the last yellow button on the right. This will again change the yellow menu options.

Sample Screen 6 – Submit Contract

Click on "**Submit Contract**" in the yellow menu options. This will bring you to the first screen where you will start to enter information for your contract.
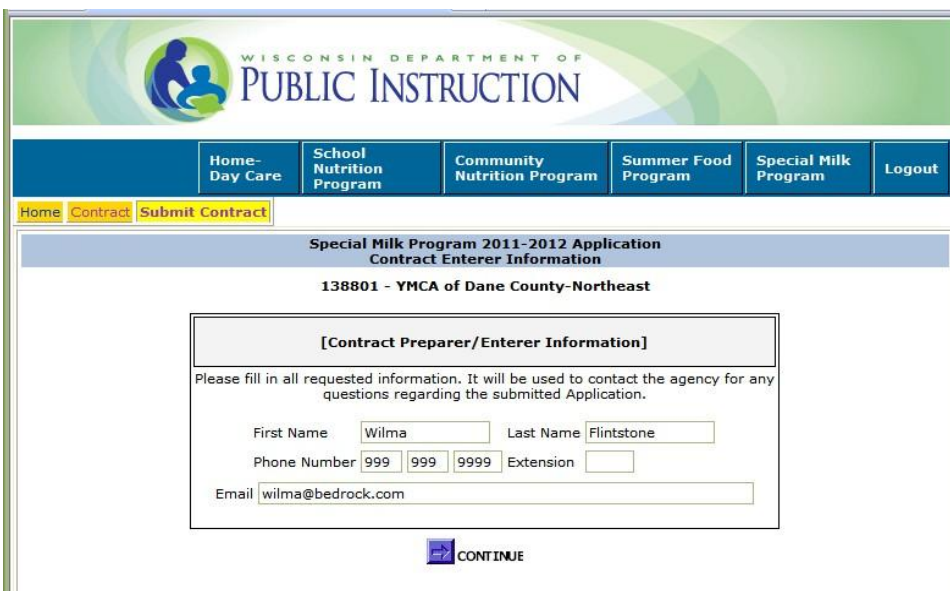
Entering the Special Milk Program Contract Area

Contract Preparer/Enterer

You will need to fill out this information *each time* you enter the contract to help DPI track changes to the contract. An email address for the Contract Preparer is required.

When you have finished entering the information, click the **"Continue"** button at the bottom of the page.

Sample Screen 7 – Contract Enterer Information

Remember – No dashes, no hyphens in number fields

You should now see the first page of the contract – General Information

Sample Screen 8 – General Information

Do Not Choose the School Agencies option

General Information

1. **Agency Name:** This is the name of the agency that is contracting with DPI. If you have multiple locations (sites), this will be the name of the organization that runs all of the different sites.

2. **Congressional District:** If you do not know the Congressional District for your county, click on the link: www.legis.state.wi.us. Then click on "Who are my Legislators?" to find the district number.

3. **CESA Number:** If you do not know what CESA you are in, please look on the map available at http://lbstat.dpi.wi.gov/lbstat_newmap2

4. **Type of Sponsoring Agency:** Please select whether your agency is *public* or *private*. Examples of public agencies are technical colleges, municipal departments (i.e. parks and recreation), etc.

5. **Sponsoring Agency Description**: Choose one of the options listed **except for School Agencies.** Public and private schools also have a Special Milk Program that is different than the non-school program you are applying for. If your agency runs more than one program, select the type that is your *primary* program.

6. For **Agency Street Address**, enter the actual street address for the agency, *not* a PO Box.

Sample Screen 8a – Agency Contacts Information

Agency Contacts Information

1. **Authorized Representative**: The authorized representative of your agency is the person who is authorized to make this contract with DPI. This person must list an email address.

2. **Monthly Claim Preparer**: Please list the person who enters the monthly Special Milk Program claims for reimbursement. If this person does not have an email address, please enter *none@none.com*.

Sample Screen 8b – Milk Plan Information

Milk Plan Information
1. This section is where you will select which pricing plan your agency will use.
   a. **Non-Pricing Plan:** Select this plan if you *do not* charge students for milk (either milk is provided for free, or it is included in tuition)
   b. **Pricing Plan:** Select this option if you charge students for milk. If you select this option, you will then need to select an option regarding free milk to eligible students.

When you have entered information in all the fields, click the "**Continue**" button**.**

Policy Statement – Non-School Agencies (Camps, Childcare Centers, etc.)

Sample Screen 9 – Policy Statement

Home Submit Contract

Special Milk Program 2011-2012 Application
Policy Statement

138801 - YMCA of Dane County-Northeast

The Sponsoring Agency assures the State Department of Public Instruction that milk served under the Special Milk Program will be the same for and served in the same manner to all children wishing to participate in the program in all sites in which the program is offered and that the milk shall be provided without physical segregation of or discrimination against any child on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, parental status, sexual orientation.

Accountability for Milk Served

TO ENSURE AN ACCURATE DAILY COUNT of all milk served in the Special Milk Program, the following record keeping method(s) and procedures will be used to obtain the number of half-pints* of milk served to children and adults and to substantiate the number of half-pints* served to children as reported on the monthly reimbursement claims. SMP sponsor claims will be audited periodically.

Check the one procedure used to obtain and maintain accurate daily records of half-pints of milk served at each site. Counting systems based on averages or percentages are not permitted.

○ 1. The milk is reported for reimbursement based on the amount purchased for the children (per definition) within each calendar month; any spoiled or stolen milk is subtracted from the total number of half pints to be reported for reimbursement. No milk is purchased for or served to adults.

○ 2. The milk is reported for reimbursement based on the amount purchased for the children (per definition) within each calendar month; half pints served to adults and any spoiled or stolen milk are subtracted from the total number of half pints to be reported for reimbursement.

○ 3. An **actual** daily count is taken of the number of half-pint cartons of milk served to the children and adults respectively by a ticket system, check off system, or token system. (This method would only be acceptable if milk is purchased in half-pint cartons.)

○ 4. None of the methods above describe our accountability system.

(Describe Other Method used to obtain and maintain accurate daily records of milk served.)

*Reimbursement is paid on a half-pint basis. To convert gallons or half gallons to half pints, use the conversion factor of 16 half pints per gallon.

Accountability for Milk Served

Check the procedure you plan to use when serving milk to ensure an accurate count and avoid discrepancies with your claim. We strongly recommend using the Milk Purchasing Record to keep track of your purchases, consumption and waste.

Schedule A – Participating Sites

You will need to enter details about each site that participates in the Special Milk Program with this agency. When you first enter your contract, Schedule A will look like this:

Sample Screen 10 – Schedule A for new contract

Select "New Record" to enter your first site. If this is your first time entering your contract online, none of the data fields will be filled. If you are returning to *edit* your contract, the information you had previously entered will be saved.

Schedule A – Add Site Application

Sample Screen 11 – Site Application

1. **General Information**

   Enter the information for this particular site of your agency.
   Enter the start and end dates for the program *for this site.* You will enter each site separately.
   Note: If your program or agency operates year-round, enter the dates for the SMP fiscal year –
   05/01/20_ _ to 04/30/20_ _.

2. **Grades/Serving Estimate Information**

   Skip No. 1 – this is for schools only
   Fill in estimated kids and adults to be served milk each day

3. **Other USDA programs:**

   Select any other programs that this site currently participates in throughout the year. You may
   select more than one option.

   Once you have finished filling in the information on this page, click the "Save" button. This will return
   you to Schedule A-Participating Sites, where you will now see a list of the site(s) you entered.

Sample Screen 12 – Schedule A, with site list

To edit your site information, click on the site name or number.

4. **Additional Sites**
    If your agency has more than one site, you will need to repeat this process for *each* site.

5. **Deleting a Site**
    If you need to delete a site (for example, if one site has closed), click on the name of the site to access it, and then click the "Delete" button at the bottom of the page.

6. When you have entered all of your sites, click the "Continue" button at the bottom of Schedule A-Participating Sites. This will bring you to the Contract and Agreement Certification.

Contract and Agreement Certification

At this page you are asked to agree that the information in your contract is truthful and in compliance with Federal regulations.

Sample Screen 13 – Certification

Check the box that says "I agree to Certification", and then you are ready to submit your contract by clicking on "Submit".

Confirmation

Once you have clicked "Submit," you will receive a Confirmation screen that will look like this:

Sample Screen 14 – Confirmation

You may wish to print this for your records.

1. **Please note the "Log Out" button**: You must use this button to log out of the FNS site. If you close out by clicking on the "X" in the upper right corner you will not be logged out and your contract cannot be
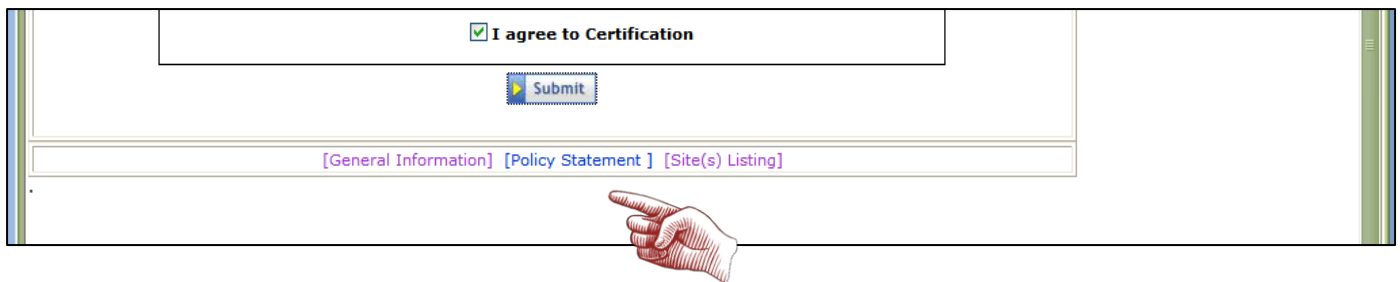
   viewed by DPI for approval.

2. You may log in and make changes to your contract at any time before or after your contract is approved. After you have made your changes, click through the rest of the contract until the end and then hit "I submit" and "Log Out".

3. To make sure that your contract changes take effect quickly, please send an e-mail to your consultant after you have re-submitted so they will know to look for your agency's contract when it turns up in their online list.

Troubleshooting & Helpful Tips

1. **If you forget your password:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or Jacqueline.Jordee@dpi.wi.gov.

2. **To change your password**: Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or Jacqueline.Jordee@dpi.wi.gov. Changing this password will change the password for all related child nutrition applications including claims for reimbursement, ordering commodities, contract access, etc. If you change your agency's password, you will need to notify other staff in your agency who need to use those functions of the new password.

3. **To return to a prior page/screen,** click on one of the 'links' at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a **different color** than the regular printing on the entry pages. If you click on the "Back" icon at the top of the screen, your data will *not* be saved from the screen you are currently on.

4. **To print your contract,** use the print button from your browser toolbar. You must hit print for each page – there is no single function that will print the contract in its entirety.   Remember to print the Site Application for each site.

5. **Exiting the program:** To exit the contract system, click the blue "**Logout**" button. This button is on the far right part of the blue bar.

6. **Making changes to your contract:** You can access and update your contract online at any time. Remember to click the "Continue" or "Save" button at the bottom of each screen, and to click *submit* and *log out* using the blue "log out" button to make sure your updates will be sent to your consultant for approval.

7. **Contact Info for the Community Nutrition Team, Non-School Special Milk Program:**

    WI Dept of Public Instruction
    Community Nutrition Team
    125 S. Webster St.
    Madison, WI 53707
    608-267-9129 (phone)
    608-267-0363 (fax)